North Carolina A&T State University Division of Human Resources

REFERENCE CHECK FORM

Under North Carolina General Statute 126, pre-employment references solicited by the University are confidential and may not be released to the applicant, employee or public. Use of this form by departments is optional. When checking references by mail, attach a copy of the application signature showing the applicant's authorization to release information to the University.

REFERENCE INFORMATION	1 BEING REQ	UESTED ON:						
Applicant's Name:								
	First		Middle	Last				
REQUESTING AGENCY INFO	ORMATION:	(To be complet	ed by the hiring de	partment)				
Date of Request:								
Name of Hiring Department:								
Department Address:								
Representative's Name:								
Representative's Title:								
Representative's Phone:								
EMPLOYER INFORMATION: (To be completed by previous/current employer if by mail; or by hiring department if by phone)								
This reference information furn	nished by:	Phone	Number:					
		☐ Mail	Address:					
Date Completed:								
Name of Employer:								
Representative's Name:								
Representative's Title:								
Representative's Phone:								

If requested by Mail, please return to the Hiring Department's address listed above.

North Carolina A&T State University Division of Human Resources

REFERENCE CHECK FORM

APPLICANT INFORMATION	:					
Applicant's Name:						
	First	Middle		.ast		
Employment Dates:	From:	To:				
Reason for Leaving:						
Major Job Duties:						
Special Skills:						
Met job requirements in terms of <u>quantity</u> of work?		☐ Exceeded Requirements☐ Met Requirements☐ Did Not Meet Requirements				
Met job requirements in terms of <u>quality</u> of work?		Exceeded RequirementsMet RequirementsDid Not Meet Requirements				
Cooperated with fellow employees and supervisors?		☐ YES [□ NO			
Usually came to work on time	?	☐ YES [□ NO			
Absent more than 10 days (except vacation) in the last year of employment?		☐ YES [If Yes, please	☐ NO e explain:			
Received an oral or written warning for performance or conduct in the last year of employment?		☐ YES [If Yes, please	□ NO e explain:			
Committed any serious misconduct while on the job?		☐ YES [If Yes, please	NO explain:			
Required close supervision?		YES [If Yes, please	□ NO explain:			
Would you rehire (or retain) this person?		☐ YES [If No, why?	□NO			
Additional Comments/Explana	ations:					